

CLASS TITLE:

**ASSISTANT DIRECTOR
FOR LABOR MARKET INFORMATION
AND MANAGEMENT SERVICES (DLT)**

Class Code: 02587500

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To manage a comprehensive statewide labor market information program; to be responsible for the compilation of management information, statistical and demographic reports, surveys and other data relating to labor market conditions in the state; to provide management service assistance to other divisions of the Department; to perform actuarial analysis relating to financial conditions of the employment security and temporary disability insurance funds; and to do related work as required.

SUPERVISION RECEIVED: Works under administrative direction and considerable latitude to exercise initiative and independent judgement; work is subject to review through conferences and submitted reports to ensure conformance to established policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and reviews the activities of professional, technical and clerical support staff; evaluates work to ensure adequacy, completeness and achievement of standards and objectives.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for collecting, collating, analyzing, and disseminating labor market and related information responsive to the industrial development, educational, training and general informational needs of the state.

To serve as the primary state contact with the U.S. Bureau of Labor Statistics for the operation and maintenance of the federal/state cooperative statistics program.

To be responsible for the preparation of statistical analyses, labor market research studies, surveys, special reports and other projects.

To develop and implement a variety of management information systems.

To be responsible for the evaluation of legislation pertaining to the operation of the Department; to coordinate the preparation of legislation to be submitted on behalf of the Department.

To assist other divisions of the Department in the development of methods and procedures to facilitate the adoption of changing federal program requirements.

To be responsible for preparing, analyzing and presenting actuarial evaluations of the employment and training and temporary disability insurance funds.

To provide general management services assistance to all divisions within the Department to insure adherence to established standards and policies and to facilitate the operation of departmental programs.

To design and produce office forms needed in daily operation of the Department or for the purpose of completing management reports.

To be responsible for the efficient operation of the Department's printing and photocopying facility and the maintenance of an adequate office supplies inventory for the Department.

To review the organizational structure and physical layout of the various components and offices of the Department in order to achieve optimum efficiency of operations and maximum utilization of space and equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and techniques of public administration; a thorough knowledge of the principles, procedures and technology related to the development of management information systems; a thorough knowledge of statistical methods for management and the analysis of labor market information; a thorough knowledge of the methods of management reporting; a working knowledge of the actuarial sciences; a working knowledge of local and regional labor market conditions and the factors which affect labor supply and demand; a working knowledge of government planning, budgeting and evaluation processes and the ability to apply them in a system of management and support services; a working knowledge of federal and state laws which relate to the programs of the Department; skill in writing reports; the ability to plan, coordinate, and review the activities of professional and technical subordinates; the ability to establish and maintain effective working relationships with departmental personnel, federal representatives, employer and employee representatives, legislators and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in business or public administration, economics, statistics, mathematics or a closely related field, and

Experience: Such as may have been gained through: employment in a supervisory capacity involving statistical research and the development and evaluation of operating methods, techniques and procedures in a public or private organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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